N-FOCUS Major Release
Children and Family Services
July 10, 2011

A Major Release of the N-FOCUS system is being implemented on July 10, 2011. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Foster Care Review Board: N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.

Child and Family Services: N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.

Expert System: All N-FOCUS users with responsibility for case entry for CC, FW, and IL, should read this section.

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General Interest and Mainframe Topics

SSN Randomization (New)

Effective June 25, 2011, the Social Security Administration will begin SSN Randomization for new Social Security card applicants. This change will eliminate the geographical significance of the first three digits of the SSN. Prior to this change, all SSNs were assigned to individuals based on their state of residence at the time of application, Nebraska SSNs all began with the number 5. With randomization, the first three numbers will no longer hold any geographical significance.

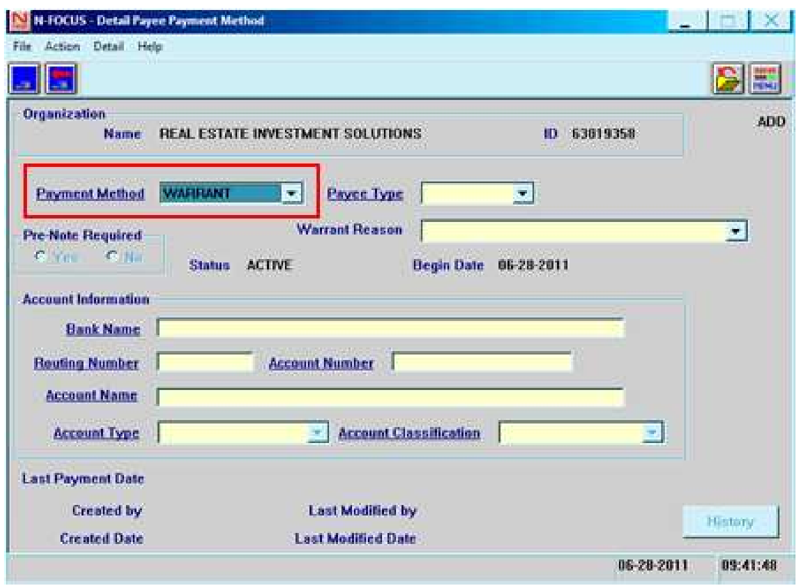
Randomization will also introduce previously unassigned numbers excluding the numbers 000, 666 and 900 – 999.

If you would like further information regarding this change, please refer to the following web site:

http://www.ssa.gov/employer/randomizationfaqs.html#what

Mandatory Electronic Payments for Medicaid (New)

With the July 10, 2011 release, a new Payment Method of 'Warrant' was added as a Payment Method. This is the first step in requiring that all providers be paid electronically. When a Payment Method of Warrant is selected, a Warrant Reason is required to be selected before the user can save the information.



Only those individuals with security to add Direct Deposit as a Payment Method will have security to add a Payment Method of Warrant. A Payment Method of Warrant is only authorized to be used with the approval of Financial Services Division. At present, only vendor payments for Medicaid-related programs are subject to mandatory electronic payment but it is expected that this requirement will gradually be applied to all providers. Eventually, this will also apply to client payments.

When a Warrant Payment Method is created, it overrides any electronic payment method for the provider until such time as the Warrant Payment Method is closed.

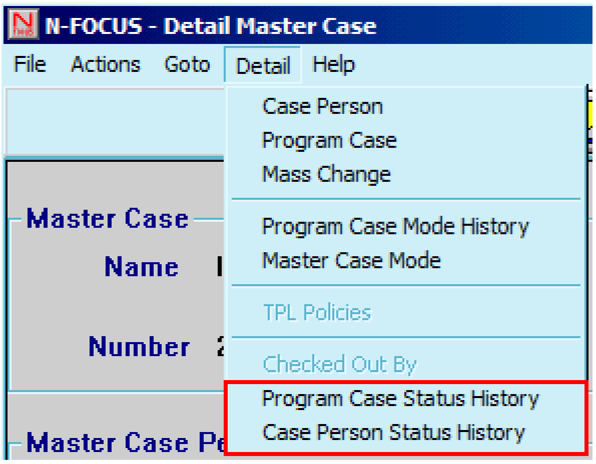
Effective July 10, 2011, payments for Medicaid related services such as PASS and Waiver claims will be held until an electronic payment method is established on N-FOCUS.

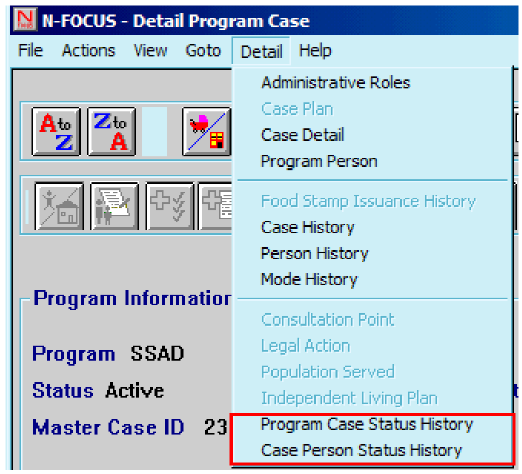
Payee Payment Method change

Payments will now be made to a State debit card (Reliacard) that is in Request status. The client will need to activate the card to access the funds.

Program Case Status Tracking (New)

Changes made to a Program Case and Program Case Person Involvement can now be tracked on N-FOCUS. To view this information from the Detail Master Case window or the Detail Program Case window, highlight a Master Case Person or a Program Case and then select Detail>Program Case Status History or Case Person Status History.

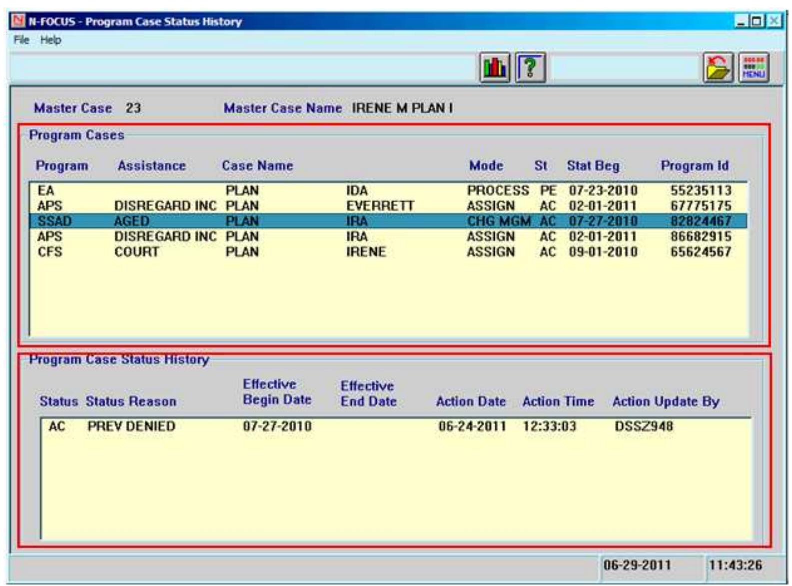




Program Case Status History Window (New)

This is an inquiry only window. The information displayed shows who created the Program Case, made changes to the Program Case and when the changes were made.

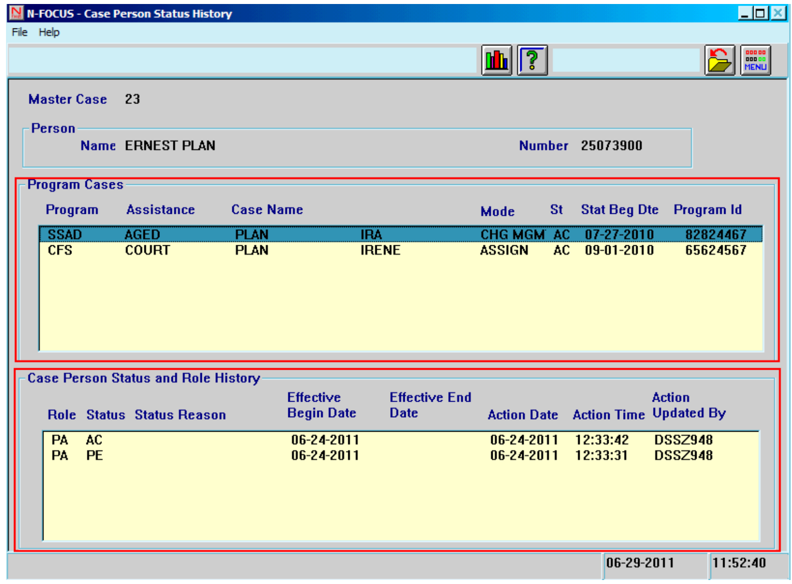
Select a row from the Program Cases group box to display information in the Program Case Status History group box.



Case Person Status History Window (New)

This is an inquiry only window. The information displays information regarding the status history of a selected person.

Select a row from the Program Cases group box to display information in the Case Person Status and Role History group box.



Department of Motor Vehicle Interface (New)

The Department of Motor Vehicles (DMV) shares information with Health and Human Services regarding driver and motor vehicle licenses for all individuals in the State of Nebraska. Previously, this information was accessed through the C1 program in the old Legacy system. With this release, this information will now be accessible through N-FOCUS Interfaces on the Main Menu.

Workers who have access to DMV information via C1 and have signed the DMV Appropriate Use and Disclosure Certification will be added to the security group that will enable the DMV icon on the Interfaces Menu.

Several current workers have been identified as not having signed the DMV Appropriate Use and Disclosure Certification. Those workers will not be given access to the DMV information through N-FOCUS and they could eventually lose their C1 access. Access to DMV records through C1 will remain active for all current workers until November 2011. In November 2011 the C-1 DMV access will be terminated for N-FOCUS users and their only access to DMV will be via N-FOCUS.

If you do not have access to the DMV icon on the Interfaces Menu and you currently have C1 access, or if you require DMV access and currently do not have this access, you will need to go to the following web site to complete the DMV Appropriate Use and Disclosure Certification.

http://www2.dhhs.ne.gov/operations/ist2/sat/index.htm

The DMV Appropriate Use and Disclosure Certification can also be reached by taking the following steps from the Intranet:

1. Select `Resources' located on the listing on the right side of the DHHS Employee Intranet page.

The Employee Resource page opens.

2. Select `Security Awareness Training'.

   The Information Technology Security Awareness Training Page opens.

3. Select #5 Department of Motor Vehicles (DMV) Appropriate Use and Disclosure

   The DMV Appropriate Use and Disclosure page opens to be read.

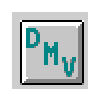
4. Read the DMV Appropriate Use and Disclosure
5. Click the Agree pushbutton at the end to indicate you have completed and read the information on the page.

Once you have completed the DMV Appropriate Use and Disclosure Certification, contact your Security Administrator and request that you be granted access to the DMV Interface.

Accessing DMV Information on N-FOCUS (New)

An online demonstration that addresses how to use this Interface is available on N-FOCUS On-line Demonstrations.

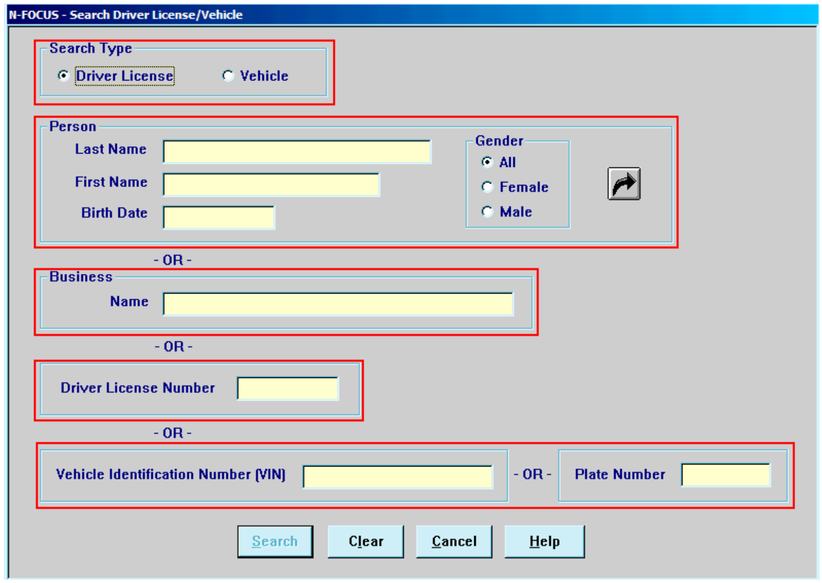
To access information from the DMV Interface, follow these steps:



1. From the Main Menu, click the Interfaces icon
   The Interfaces Menu will display.
2. Click the DMV icon.
   The Search Driver License/Vehicle window will display.

   Note: You can search for both Driver License information and Vehicle ion formation from this window.

- **Search Type Driver License and Vehicle Radio Buttons** - Select the radio button that corresponds to the information for which you are searching.



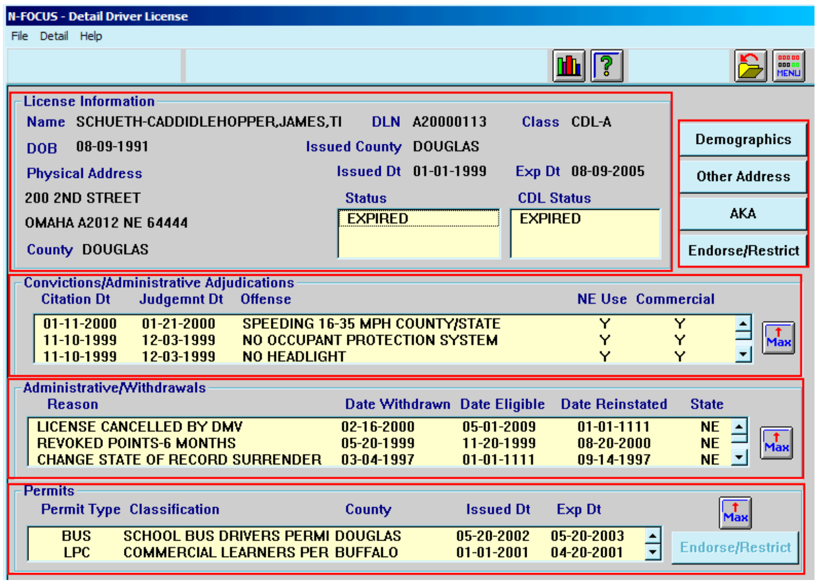
- **Person** – This search criterion is available when searching for either a Driver License or a Vehicle. Enter the Name of the person for whom you are searching and click the Search button.
    - **Note**: It is best to enter just a few characters of the Last name field for your search criteria and then scroll through the list. Every character and space is specific to locating a file; therefore, entering specific Person information can cause you to miss finding the data you are seeking if it was originally entered differently. Additionally, if you enter a few characters in the Last Name field and some in the First Name field, the DMV database will string them together.
        - **Example**: L
          Name = JOH
          First Name = J,
          DMV will search for JOHJ
    - Because of the way the DMV database works, the Birth Date field should not be used in your search criteria. If it is populated because you accessed the Interface from Person Detail, this does not have to be cleared, although it is recommended that you clear the fields for better results.
- **Business** – The Business search is only available when searching for Vehicle information. If you search by Business, enter the first few characters of the business name and click Search to scroll through the list provided. This field works similarly to the Person search field discussed above.
- **Driver License Number** – This option is only available when searching for a Driver License. All Driver License Numbers are 9 characters. Make sure you have 9 characters before selecting the Search button or this will result in `No March Found'.
- **Vehicle Identification Number (VIN) or Plate Number** – These search criterions are only available when searching for a Vehicle.

3. After you enter the search criterion, click Search.
4. Either the List Driver License or List Vehicle Information window will display.

    a. Which list window displays is based on the Search Type selected.
        i. Driver License
        ii. Vehicle
5. Select the appropriate row from list and click the Open icon.
    a. You could double click the appropriate row instead of using the Open icon.
6. The Detail window will display with information obtained from the DMV database.
    a. Detail Driver License
    b. Detail Vehicle Information

Detail Driver License Window (New)

This window provides information regarding a driver who has or has had a Nebraska Driver License.



License Information – This section indicates general information regarding the license holder and the status of the licenses held.

Convictions/Administrative Adjudications – This section indicates any convictions or administrative adjudications for offenses that have been charged to the license holder.

Click the Max button to view this area as a full screen.

Administrative/Withdrawals – This section indicates if the license has been withdrawn along with the reason and dates for the withdrawal.

Click the Max button to view this window as a full screen.

Permits – This section indicates any permits the license holder may currently have or has had in the past. To view any Endorsements or Restrictions that have been placed on the Permit, select the permit to activate the Endorse/Restrict button.

Click the Max button to view this area as a full screen. Endorsements and Restrictions can also be viewed from the Maximized window.

Demographics, Other Address, AKA and Endorse/Restrict Buttons – Click each button to learn more about the license holder. When each button is clicked, a new screen will display. Click the OK button on the new window, to return to the Detail Driver License window.

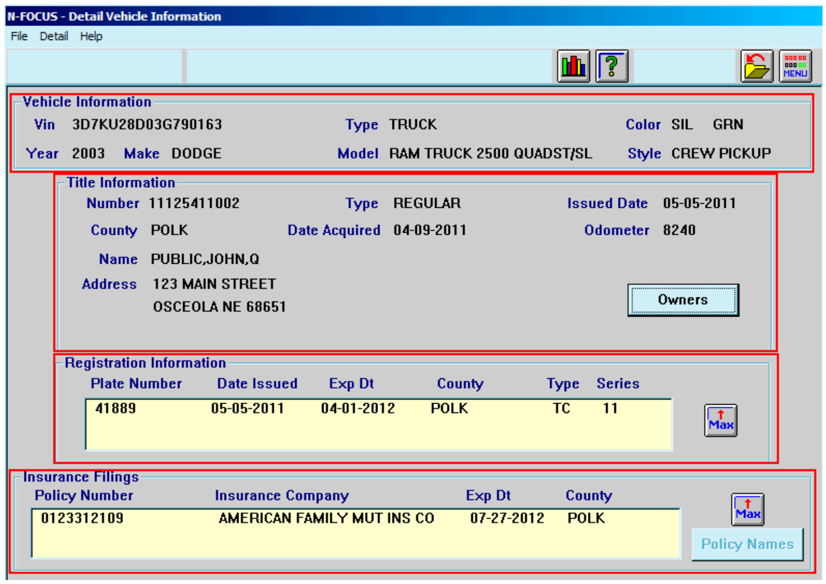
Demographics Button	Provides general information regarding the license holder.
Other Address Button	Provides the license holders Mailing and Most Recent address. The Mailing Address is the address provided by the person when they received their License. The Most Recent Address will be different if the license holder

provided a different address to an officer at some point after the License was initially issued.

AKA button This window displays other licenses this person would have had under another name or if they had to surrender a license for name change or change in state of residence.

Endorse/Restrict Any Endorsements for Restrictions to the Driver License will display

Detail Vehicle Information Window (New)



This window provides information regarding a registered vehicle and its ownership.

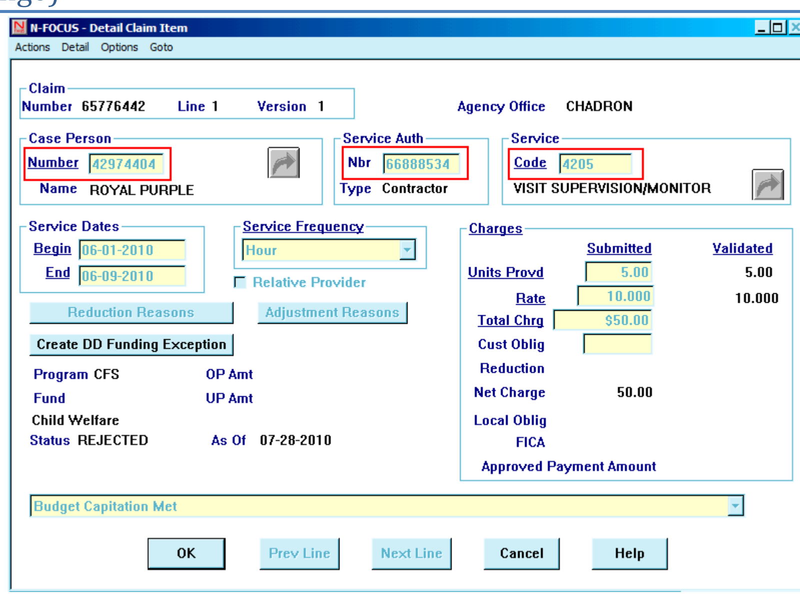
Vehicle Information – Information regarding the vehicle is indicated in this section.

Title Information – This section provides information regarding the person or business that is indicated on the Title. Click the Owners button to see the name(s) of the vehicle owner(s).

Registration Information – This section contains specific registration information such as Plate Number and County. Click the Max button to enlarge this field.

Insurance Filings – This section provides information regarding the insurance policy for the vehicle. Click the Max button to enlarge this field. Select the Insurance row to activate the Policy Names button in order to see the Policy Owner's Pop-up.

Detail Claim Item Window (Change)

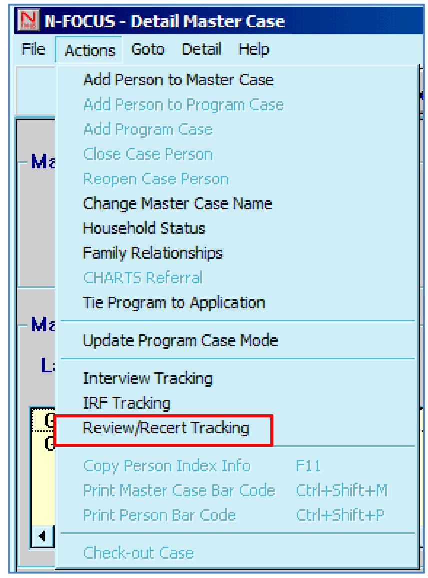


Once a claim is paid, the Case Person, Service and Service Authorization fields on the Detail Claim Item window will no longer be allowed to be changed for that Claim.

When a claim has been Rejected, Ignored or Canceled none of the information in any of the fields on the Detail Claim Item window will be allowed to be changed for that Claim.

Service Coordinators Access to Review/Recertification List Window (Change)

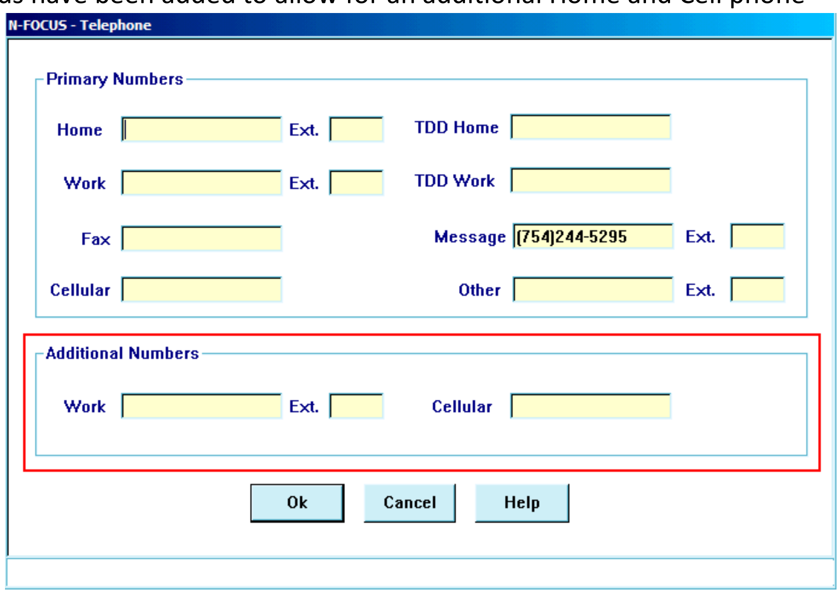
Service Coordinators can now view the Review/Recertification List window. To access this window, follow these steps:



1. Navigate to the Detail Master Case window.
2. Click Actions>Review/Recert Tracking
   The Review/Recertification List window will display.
   Note: For information regarding this window, please refer to the Window Help in N-FOCUS

Telephone Detail Window (Change)

Two new telephone number fields have been added to allow for an additional Home and Cell phone number. The design of the window has also changed. There is now one group box for Primary numbers and one group box for Additional numbers.



In order to enter the Additional number, the Primary number must be entered first. When added, the Additional numbers will display on the List Organization window and the Provider Matching window. The Additional numbers will also print to the Home Study document and the Placement List documents.

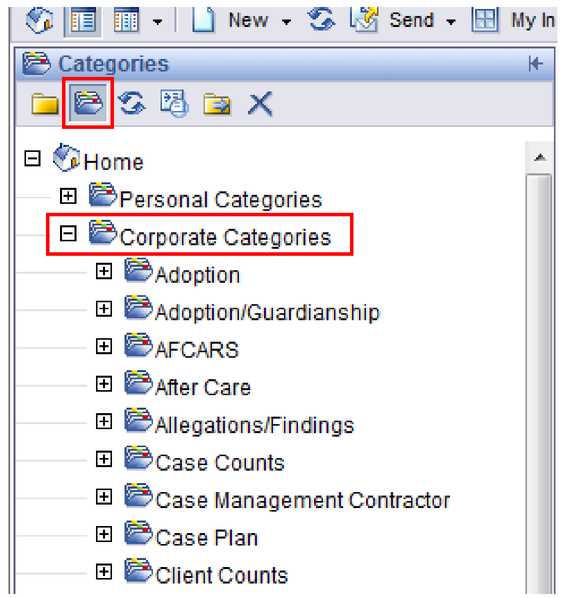
InfoView Reports *Help Folder (Change)

InfoView Reports is going through an upgrade preparation and is targeted to be released to the field on July 19, 2011. When this occurs, there will be another announcement prior to the event which will provide greater detail about the enhancements and changes.

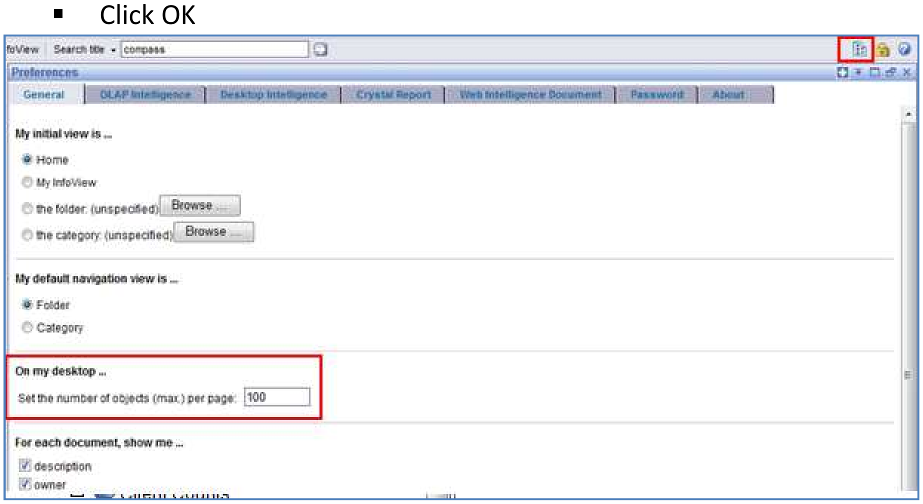
When the upgrade is implemented, your preferences will reset to the default preferences. If you made changes to your preferences or how your InfoView looks, you will need to reset those when the upgrade is implemented.

Several of the enhancements have already been applied to the current version in preparation for the upgrade and they can be used today. Some of those are as follows:

- Categories
    - The technical staff, in coordination with the Business Analyst for each program, has added Categories to each report. This will allow you to search by categories instead of Folders.
        - The advantage to this search method is that if you are looking for a report but do not know what Folder it is located in, the Category may provide a better clue to assist you in locating the report.
        - Reports can have more than one Category
    - To change to the Category view, select the Categories icon and expand the Corporate Categories section.



- Setting Preferences
    - Preferences may be set on InfoView to make it easier to view reports.
    - The most helpful Preference setting that the technical team has found is to reset the number of objects viewed per page.
        - The default is 10 and usually requires the worker to select pages or page forward to search through the list to locate the desired report
        - It is suggested that you change the setting to 100 so that all of the reports will appear on one page.
    - To change the Preferences do the following:
        - Click the Preferences icon at the upper right corner of the General Tab
        - Change the number in the `On my desktop…' to the desired count. (We recommend 100)
        - Scroll to the bottom and click Apply
        - Click OK



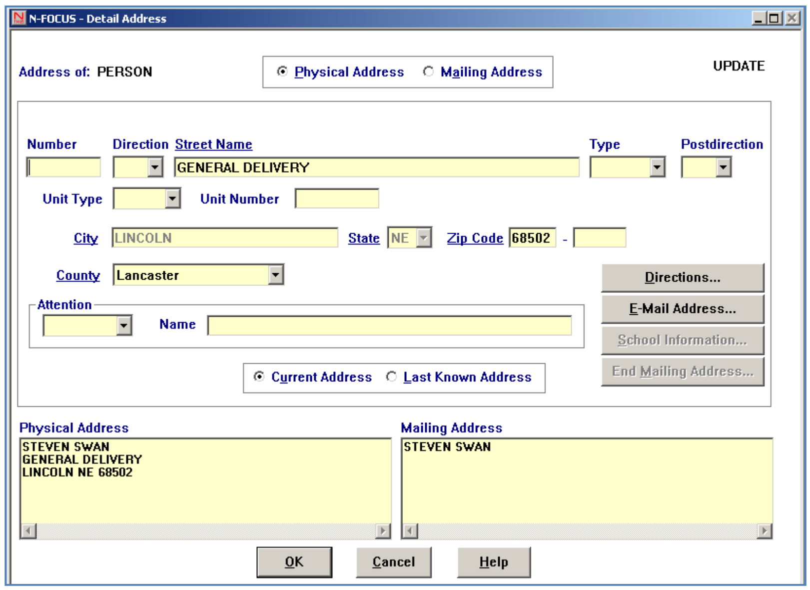
Additional details and other helpful hints are included in the Reports Help documentation located in the N-FOCUS InfoView Reporting Portal *Help Folder. The information available includes the following information:

- Detailed Instruction Guide
- General Tip Sheet
    - Addresses InfoView basics
- Categories Tip Sheet
    - Addresses the use of Categories within InfoView
    - The use of Categories is currently available for CFS only

Address for the Homeless (Tip)

When a person is homeless and does not have a physical address, enter the Street Address as General Delivery along with the City, State and Zip for the person's location.

If the person has a Mailing Address but not a Physical Address, it is OK to use the Mailing Address as the Physical Address until they are able to establish a more permanent Physical Address.

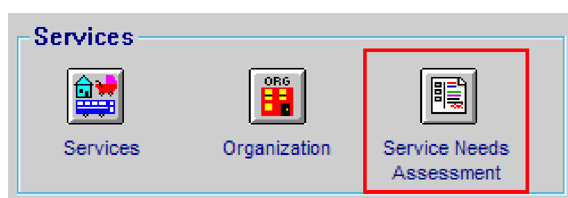


Service Needs Assessment (Tip)

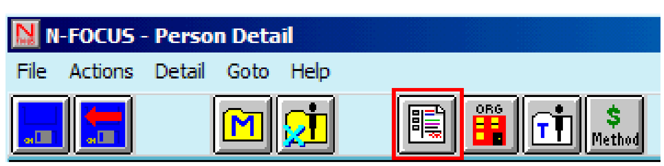
Service Needs Assessments provide information regarding Tasks and Hours for clients receiving PASS or SSAD Chore services. If you would like to give a Provider documentation regarding the Tasks and Hours that have been approved, you can print a Service Needs Assessment Notice. To create a Service Needs Assessment Notice, follow these steps:

1. Navigate to the Detail Service Needs Assessment window.

   Note: You can access this window either by clicking the Service Needs Assessment icon on the Main Menu or by clicking the Service Needs Assessment icon on the Person Detail window.



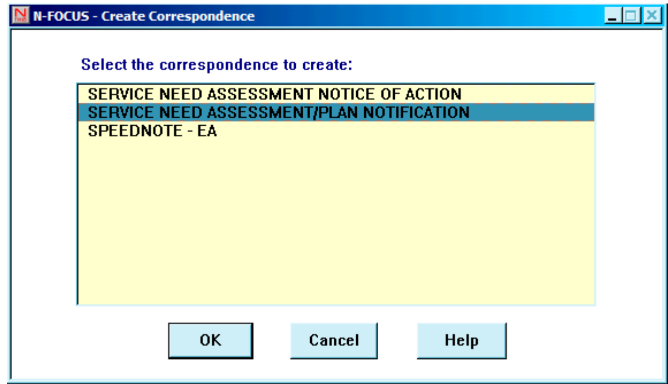
2. Click the Correspondence icon.



The Search Correspondence window displays.

3. Click the New button to create a Service Needs Assessment Notice

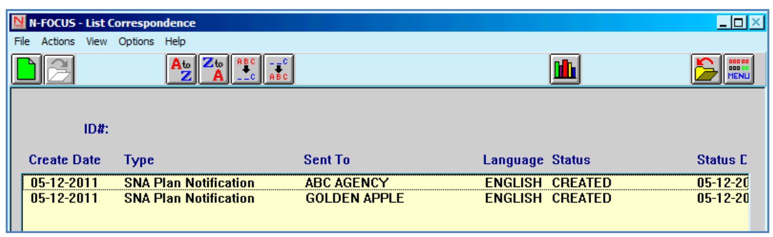
The Create Correspondence window displays.



4. Select the Service Need Assessment/Plan Notification
5. Click OK
   The Plan Notification window displays.
6. Click the Black Select Arrow to select a Provider.

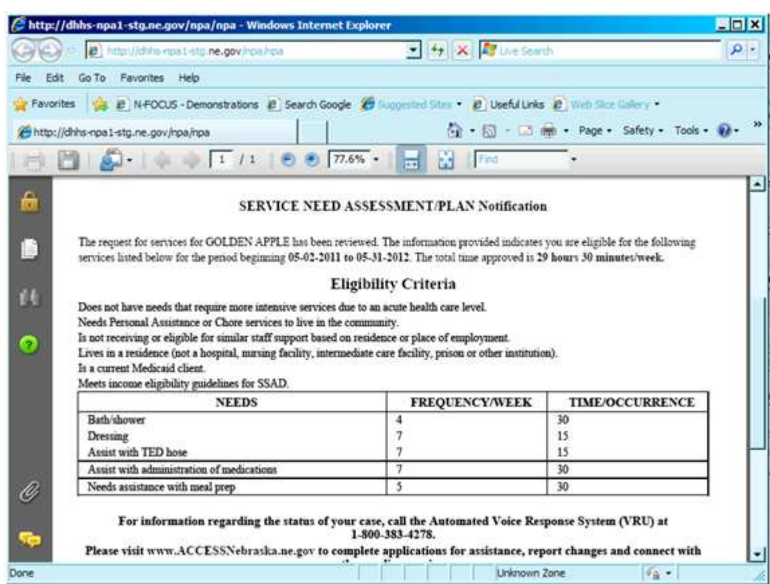
   The Search Organization window displays.

7. Search for the Provider
8. Select the Organization
9. Click the Blue Arrow
   The Plan Notification window displays.
10. Save or Save and Close
    The Create Correspondence window displays. You can create another Notice from this window at this time if need be. For our purposes, we do not need to create another Notice at this time.
11. Click Cancel
    The Search Correspondence window displays
12. Click Search
    The List Correspondence window displays. A notice has been created for the Provider and the Client.



The approved Needs, Frequency and Time/Occurrence for each Chore are indicated on the Notice.

To view a copy of the Notice, click Action>Print Preview



SERVICE NEED ASSESSMENT/PLAN Notification

The request for services for GOLDEN APPLE has been reviewed. The information provided indicates you are eligible for the following services listed below for the period beginning **05-02-2011 to 05-31-2012**. The total time approved is **29 hours 30 minutes/week.**

Eligibility Criteria

Does not have needs that require more intensive services due to an acute health care level.
Needs Personal Assistance or Chore services to live in the community.
Is not receiving or eligible for similar staff support based on residence or place of employment.
Lives in a residence (not a hospital, nursing facility, intermediate care facility, prison or other institution).
Is a current Medicaid client.
Meets income eligibility guidelines for SSAD.

NEEDS	FREQUENCY/WEEK	TIME/OCCURRENCE
Bath/shower	4	30
Dressing	7	15
Assist with TED hose	7	15
Assist with administration of medications	7	30
Needs assistance with meal prep	5	30

For information regarding the status of your case, call the Automated Voice Response System (VRU) at 1-800-383-4278.

Please visit www.ACCESSNebraska.ne.gov to complete applications for assistance, report changes and connect with

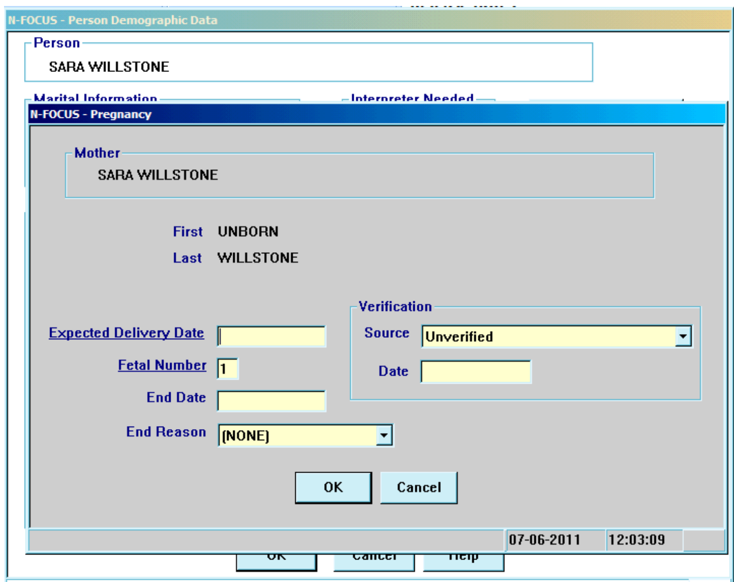
PASS Training On-line (Tip)

Because of Federal Audit Findings, it is going to become increasingly important for staff to understand the processes covered in this training. One such area of importance is working with the Service Needs Assessments. Please take a few minutes to review this material. Should you have additional questions, please refer them to your Supervisor.

The training can be located in TRAIN under Self Study, S.S.W-PAS/SSAD Chore Service Needs Assessment

Pregnant Woman (Tip)

- Add the Pregnancy to the pregnant women
- DO NOT PEND the Unborn in any Program Case
- DO NOT ADD or REOPEN an unborn in the Case Maintenance Task



On-line Training Demonstrations (New)

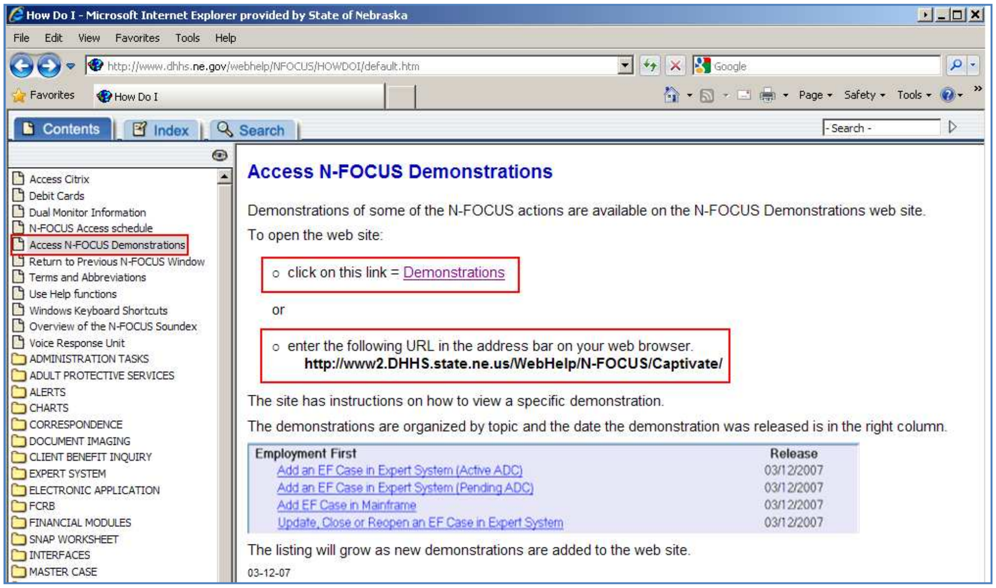
The following new N-FOCUS On-Line Training Demonstrations are available with this release.

- Topic Area – Alerts
  - Processing Alerts
- Topic Area – Citizenship/Immigration
  - Lawfully Present
- Topic Area – Interfaces
  - DMV Interface
- Topic Area – Tracking
  - Updating and Closing a Verification Request
  - Verification Request Tracking

To access these training demonstrations, follow these steps:

1. Select N-FOCUS Help>How To…
2. Select the Access N-FOCUS Demonstrations option on the Contents page.
3. Click the Demonstrations link.
   -Or-

Enter the following URL address in the Address Bar on your Web Browser:
http://www2DHHS.state.ne.us/WebHelp/N-FOCUS/Captivate



The N-FOCUS Demonstrations window will display.

4. Click the View Demonstrations pushbutton.
5. Select the appropriate Topic and Title.

Correspondence

Client Benefit Inquiry (CBI) – New

Clients will now be able to view the following correspondence types that were sent to them in the previous 6 months:

- Expert System Notices
- Quarterly Report Form (QRF)
- Interim Report Form (IRF)
- Expiration of Certification Period/Review Due Notice
- Notices created in Notice Template

Bar Code Sheets (New)

Bar Code sheets will be printed automatically for the following four types of correspondence:

- Earned Income Verification Request --(Created from Master or Program Case)
- Financial Institution Verification Request -- (Created from Master or Program Case)
- SNAP Interim Report Form -- (Created from IRF Tracking or Batch)
- Quarterly Report Form-- (Created from QRF Tracking or Batch)

Relinquishment of Child by Parent Form (Fix)

With this release we have fixed the functionality and changed the wording of this document regarding a parent who lives in another Country, whose address is tagged as Last Known on the Address window, or has no address entered on N-FOCUS. In these scenarios, the printed form will display a blank line after the parent's name. The worker will have to write in the parents current City and State or City and Country of residence.

Tip: It is important that the worker update the parents address and the child's Birth Information (CFS Person Information window) on N-FOCUS, prior to printing the Relinquishment of Child form. If the parent does not live in the US, the address cannot be entered on the N-FOCUS address window.

School District Notice Letter (Fix)

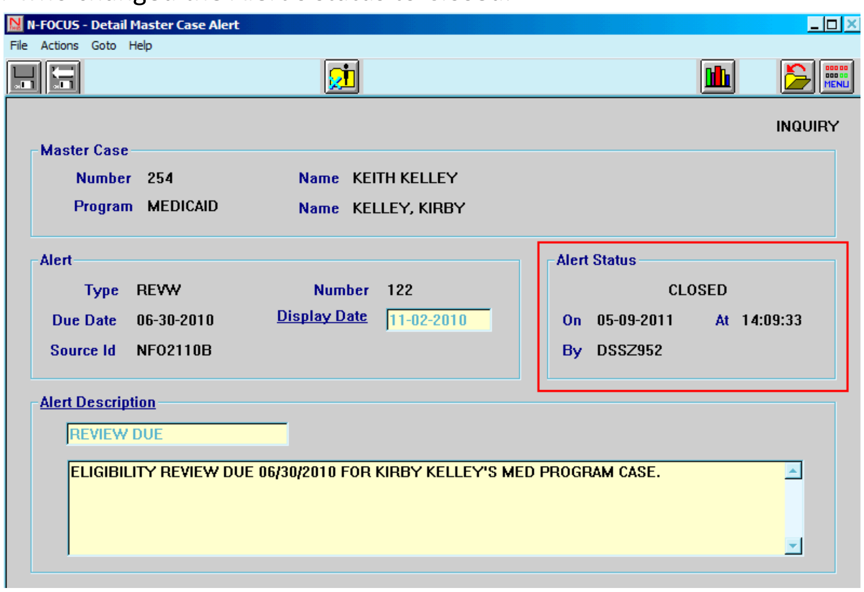
The Save & Next functionality on the School District Notice letter has been fixed.

When you have more than one child in the family, you need to send a School District Notice letter for each child. When the information contained in the letter is the same for each child, create the letter for the first child in the list and select Save & Next. The letter will print for that child and the next child in the list will be highlighted. Select Save & Next again to print the second letter. Continue this process for each child in the list. For the last one in the list select Save & Close, The letter will print and the window will close.

Alerts

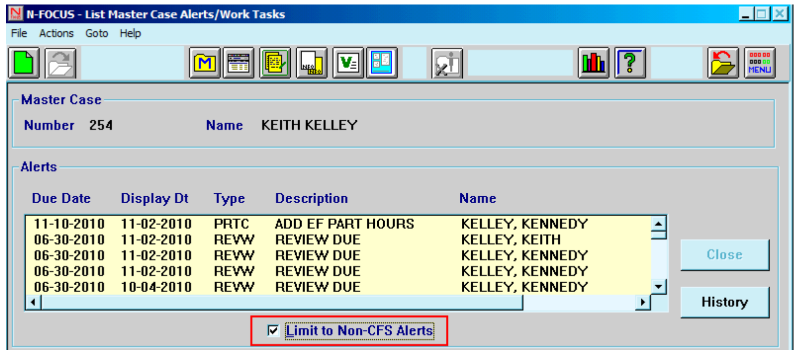
Detail Master Case Alert Window – Alert Status (New)

The Alert Status section of the Detail Master Case Alert window will now display the Date, Time and UserID of the worker who changed the Alert's status to Closed.



List Master Case Alerts/Work Tasks Window – Limit Alerts (New)

The Alerts section of the List Master Case Alerts/Work Task window displays all Alerts related to the case that are in Open Status. Selecting the Limit to Non-CFS Alerts check box will remove the following Alert types from the list:



- Intake
- Case Management
- Financial Management
- Resource Development
- Waiver

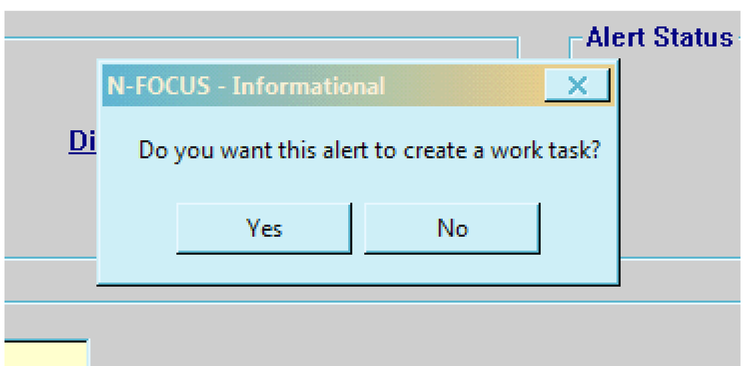
Copy/Paste Function (New)

The text of an alert can now be copied from the Detail Master Case Alert window. This gives the UC Workers the ability to copy and paste an alert into a narrative.

Economic Assistance Alert #9998 – Worker Alert (New)

This alert will be a Program Case Alert that is created for Assigned Program Cases only. This Alert will not generate a Worker Alert.

When creating a worker alert users will be given the choice of having the alert create an 'Alerts Exist' work task. The option will only be presented if the program case is in the universal caseload and there is an additional worker assignment. If a work task is not needed then the new 9998 worker alert will be created. The following message will appear when the alert is saved.



Economic Assistance Alert #250 – Unborn Overdue (Change)

The Unborn Overdue Alert has been changed to the Pregnancy Overdue Alert.

This change has been made because unborn children are not participants in Medicaid, the alert logic was changed to read the status of the pregnancy. This alert posts to a universal case but does not create an Alerts Exist work task.

Economic Assistance Alert #251 Third Trimester Begins (Change)

Because unborn children are not participants in Medicaid, this Alert was changed to read the pregnancy. This alert posts to a universal case and also creates an Alerts Exist work task.

Economic Assistance Alert #380 – Close Lawfully Present (New)

This alert is created on the 1st working day of the month to notify the worker when a participant in a Medicaid case in AC, SP or PD status is no longer qualified to be considered Lawfully Present as a Citizenship/Immigration status. The following are requirements that N-FOCUS will verify prior to allowing entry of the Lawfully Present status for Pregnant Women and Children who are lawfully in the United States.

- The client must be 18 or younger – through the month of their 19th birthday
- The woman must be pregnant or the pregnancy end date must be less than or equal to 60 calendar days from the alert processing month, regardless of age
    - This qualification provides for Postpartum services

Alert Text – <First Name Last Name> no longer meets the immigration requirements for "Lawfully Present". Close participant and update immigration status to `ineligible alien'.

Refer to the Citizenship/Immigration Status - Lawfully Present section of this document for additional information.

Developmental Disabilities Alert # - 378 Pending Change Reported DD (New)

This alert is created when a change report is submitted from the web and the client is a participant in a Developmental Disabilities case. If the client is active in both a Developmental Disability case and an Economic Assistance case, such as Medicaid, both alert 378 and alert 355 will be created.

Alert Text – An electronic change report was completed for <Type of change – household, expense, income, etc.> change. <Last Name>, <First Name> is in <DDSC, DDAC, DDAD, DDCSA or DDAID>. Take necessary action.

CFS Placement Alert #295 Placement Started (Change)

The facility type of Foster Home – Agency Based has been added to this Alert. This Alert will be generated when a child is placed in an Agency Based Foster Home.

Alert Text: <Child's Name> has been placed with <Organization Name> on <mm-dd-yyyy>.

CFS Placement Alert #296 Placement has Ended (Change)

The facility type of Foster Home – Agency Based has been added to this Alert. This Alert will now be generated when a Child's placement in an Agency Based Foster Home ends.

Alert Text: <Child's Name> placement with <Organization Name> ended on <mm-dd-yyyy> due to <placement change reason>.

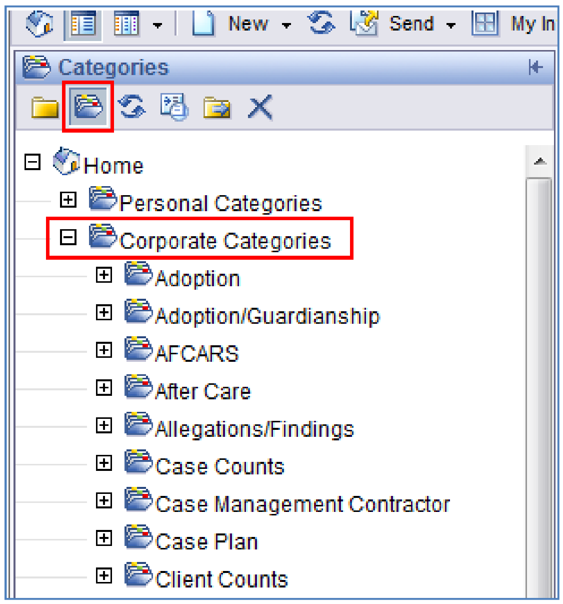
InfoView Reports *Help Folder (Change)

InfoView Reports is going through an upgrade preparation and is targeted to be released to the field on July 19, 2011. When this occurs, there will be another announcement prior to the event which will provide greater detail about the enhancements and changes.

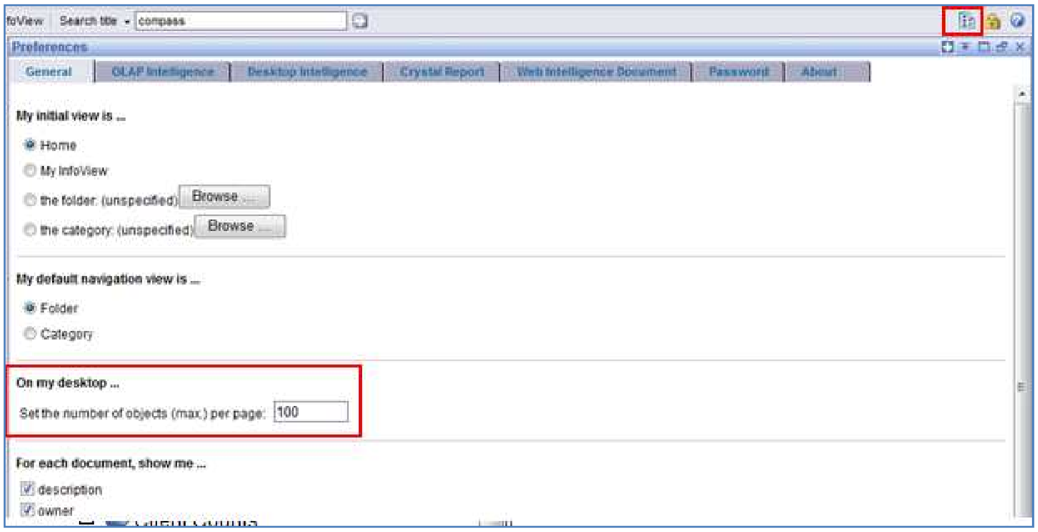
When the upgrade is implemented, your preferences will reset to the default preferences. If you made changes to your preferences or how your InfoView looks, you will need to reset those when the upgrade is implemented.

Several of the enhancements have already been applied to the current version in preparation for the upgrade and they can be used today. Some of those are as follows:

- Categories
  - The technical staff, in coordination with the Business Analyst for each program, has added Categories to each report. This will allow you to search by categories instead of Folders.
    - The advantage to this search method is that if you are looking for a report but do not know what Folder it is located in, the Category may provide a better clue to assist you in locating the report.
    - Reports can have more than one Category
  - To change to the Category view, select the Categories icon and expand the Corporate Categories section.



- Setting Preferences
  - Preferences may be set on InfoView to make it easier to view reports.
  - The most helpful Preference setting that the technical team has found is to reset the number of objects viewed per page.
    - The default is 10 and usually requires the worker to select pages or page forward to search through the list to locate the desired report
    - It is suggested that you change the setting to 100 so that all of the reports will appear on one page.
  - To change the Preferences do the following:
    - Click the Preferences icon at the upper right corner of the General Tab
    - Change the number in the `On my desktop…' to the desired count. (We recommend 100)
    - Scroll to the bottom and click Apply
    - Click OK



Additional details and other helpful hints are included in the Reports Help documentation located in the N-FOCUS InfoView Reporting Portal *Help Folder. The information available includes the following information:

- Detailed Instruction Guide
- General Tip Sheet
    - Addresses InfoView basics
- Categories Tip Sheet
    - Addresses the use of Categories within InfoView
    - The use of Categories is currently available for CFS only

CFS Narrative Security Access (New)

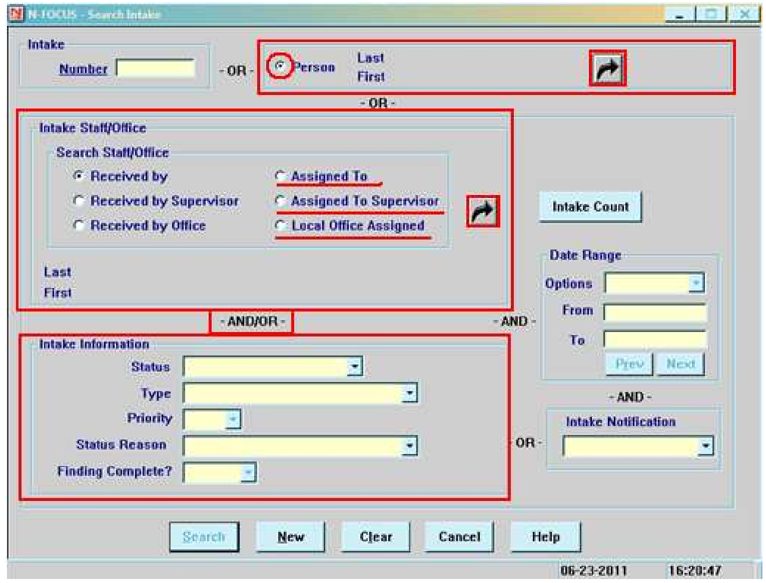
Additional levels of security have been added to limit access to CFS Narrative. If you are unable to access CFS Narrative, and believe you should have this ability, contact your Security Administrator to submit a request to have your security reviewed.

This change should only impact external users that support program areas other than the CFS Program. The purpose is to protect sensitive information that should not be shared outside of the CFS Program area.

Search Intake Window (Change)

There are various changes to the Search Intake Window. These changes were made to increase the windows performance and to accommodate worker requests to refine their search results up front. Instead of having to filter out a list or limit their search date range to remain within the 500 list limitation, now workers can determine what results they are looking for more precisely.

Person Search



- The Person selection is now the default selection when entering the window.
- The Person selection has been moved to its own group box adjacent to the Intake Number group box.
- To search for a Person click the out-select arrow which will take you to the Person Search window.

Intake Search

- To select the Intake number you must place the cursor in the Intake Number box and enter the number.

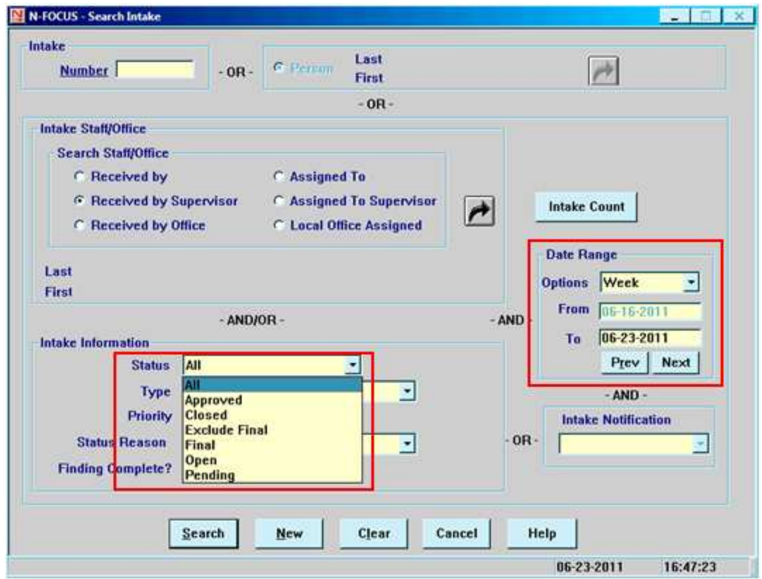
Intake Staff/Office

The Intake Person/Staff group box name has been changed to Intake Staff/Office since the Person selection has been removed and the following has been added:

- Assigned To – this option will refine the search to look for Intakes based upon the worker assigned to the Intake; this includes Primary and Additional workers.
- Assigned To Supervisor – this option will refine the search so that supervisors can search for Intakes assigned to their workers.
- Local Office Assigned – this option used to be located in the Intake Information Group Box. It seemed logical to move these search criteria here.
- The three `Received By' selections already existed prior to the release but now they are grouped together on one side of the group box.
    - Received By
    - Received By Supervisor
    - Received By Office
- To apply the selection, click the out-select arrow which will either open the Search Staff or Search Office window depending on the selection
- The selection will appear at the bottom of the group box when you return to the Search Intake window.
- Prior to this release the window had an "OR" function between the Upper Group Box (Intake Staff/Office) and the Lower Group Box (Intake Information) now there is an "AND/OR" function

- You can refine your search by selecting a staff person and also limit the results for a selection in the bottom group box or
- Just search using the lower group box

Intake Information Group Box



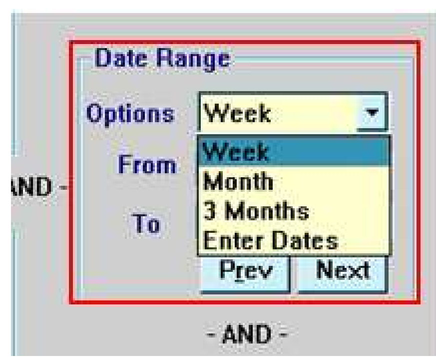
- The Local Office Assigned option has been moved from this group box to the Intake/Staff Office group box
- Status Reason has been added
- Workers can select any combination within the group box to refine the search results

Status Drop-Down List

- The option `Exclude Final' has been added
  - Workers have indicated that sometimes they want the list to include Intakes that are in `Final' status and other times they don't
    - If the desire is to <u>include</u> Intakes in `Final' status select `ALL'
    - If the desire is to <u>exclude</u> Intakes in `Final' status select `EXCLUDE FINAL'
- The function to search for specific statuses remains as it did prior to the release.

Date Range

The Date Range group box and function has changed to incorporate a new method of date searches

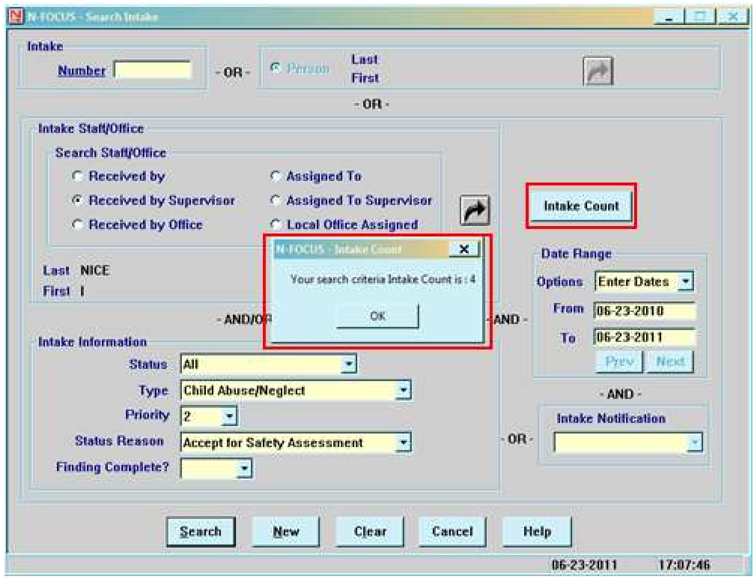


- The date range will default to one week with the `To' date being the current date and the `From' date being 7 days prior.
- To change the range (Week, Month, 3 Months) to the previous or next timeframe select the `Prev' or `Next' pushbuttons
- Enter Dates Option – The worker determines the `From' and `To' dates
  - The date range cannot exceed 1 Year
    - It is highly recommended that the workers searching for Intake Notification use the `Enter Dates' option and select the time period conducive to how often they would search this list

- It is recommended that this be done daily at first until a pattern can be determined

Intake Count

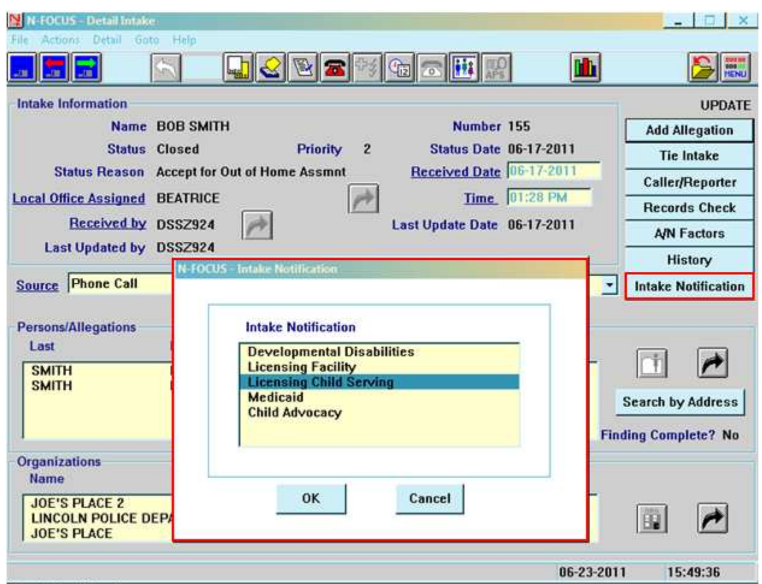
The Intake Count pushbutton has been added to assist workers in determining the number of Intakes for specific criteria. This option will be especially helpful when the count is expected to exceed the 500 limitation for the list results. This function is available for any of the search criteria except for Intake Number. The Date Range of this search cannot exceed 1 year.



- After refining your search criteria, double check to make sure the criteria selected is what you want to include in the count results
- Select the `Intake Count' pushbutton
- The `Intake Count' dialogue box will display
    - o It is a good idea to review your criteria to ensure the results are correct prior to documenting the results

Intake Notification – Detail Intake Window (Change)

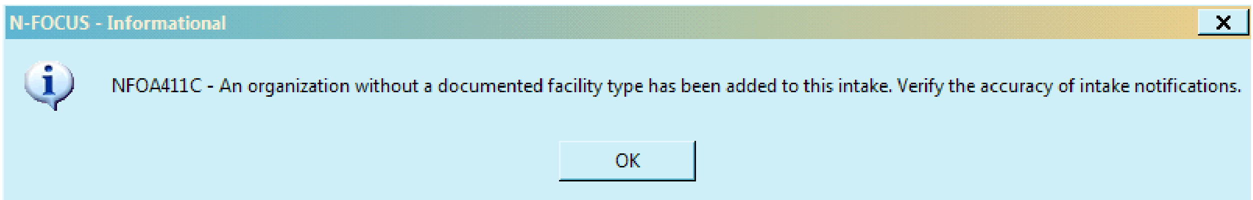
There have been some minor changes in the Detail Intake window. The biggest change is that the Child Advocacy Checkbox has been removed and can now be found or applied using the new Intake Notification pushbutton.



The Intake worker will select the department requiring notification from the Intake Notification pop-up window. The selection may have been automatically set based upon the facility type for an organization added to the intake.

After an organization is added to the intake and the intake is saved the Intake Notification is set or highlighted for whichever department requested to be informed of intakes involving that facility type. The four departments (Developmental Disabilities, Licensing and Licensing for Child Serving and Medicaid) met to discuss which facility types each department would like to be made aware of when an organization is added to an Intake.

The following message will appear when an Organization that does not have a facility is added to an Intake. The Intake Worker should check the Intake notifications and determine if one of the departments should be highlighted.



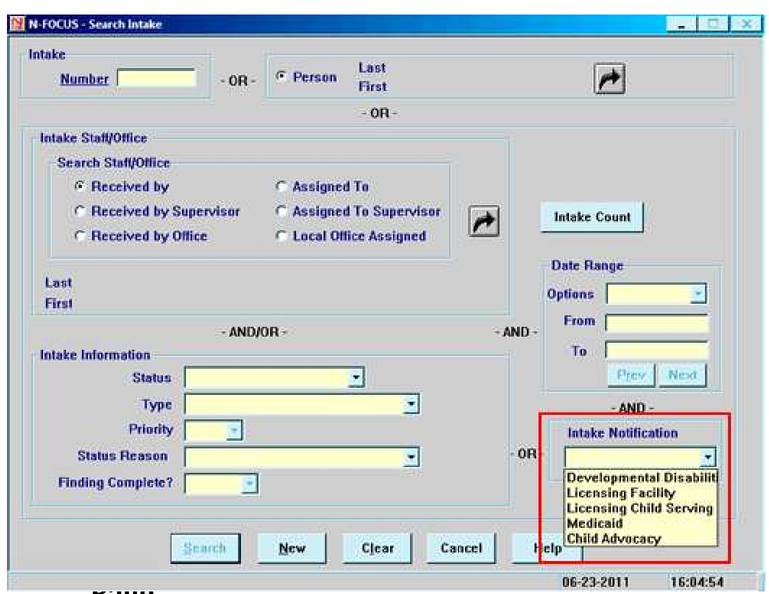
Note: Even though this message may not appear in all cases it is highly recommended that the intake worker verify that the intake notifications are set appropriately before closing the Intake.

While an intake is in Open status the Intake worker may remove or deselect the Intake Notification. Once the intake is closed the only action the worker can take is add or select an Intake Notification. This action cannot be taken once an Intake is placed in Final status.

Intake Supervisors have the ability to deselect an Intake Notification after an intake has been closed but it is highly recommended that this action never be taken. The Intake Notification is the method to inform the other four departments; (Developmental Disabilities, Licensing and Licensing for Child Serving and Medicaid) that there is an intake they may be interested in. Those departments can decide if they will need to take action.

Intake Notification – Search Intake Window (Change)

The four departments; (Developmental Disabilities, Licensing and Licensing for Child Serving and Medicaid) will use the Search Intake window to find the Intakes they are concerned with. To do this they will select their department from the drop down in the Intake Notification box.



After selecting the department the date range box will default to the one week period with the current date as the To Date. The worker can either accept this default or change the date range.

Note: The date is the date the Intake Notification was set on the Intake **NOT THE INTAKE RECEIVE DATE.**

After the desired search criterion is set, click Search and the Intake List window will open listing intakes that match the search criteria.

Inter-Departmental Communications (New)

In addition to the changes to the Intake Notification on the Detail Intake and Search Intake windows indicated above, Alerts that were previously exclusive to the CFS Program will now be mimicked to our Inter-Departmental partners. With the July 2011 release, the following Program Case Assigned workers will receive alerts informing them when a person in their program case is added to an intake:

- Traumatic Brain Injury (TBI)
- Aged and Disabled Waiver (AD Waiver)
- Developmental Disability Service Coordination (DDSC)
- Adult Protective Services (APS)

Adding Persons of Interest to an Intake (Change)

Entering a period (.) or special character is no longer allowed when adding a Person of Interest to an Intake.

Example: Dr. John would not be accepted.
Dr John would be the correct format

Printing an Early Development Referral (Change)

If a Supervisor is not assigned to a Worker for a CFS Program Case, when the Early Development Referral is printed, the Supervisor field will now be blank. Prior to this fix, the Early Development Referral would not print.

Removing Persons and Organizations from Closed Intakes (Change)

Prior to this release an Intake had to be reopened to remove an organization or person from the Intake. Effective with this release the Intake Supervisors, Production Support and CFS

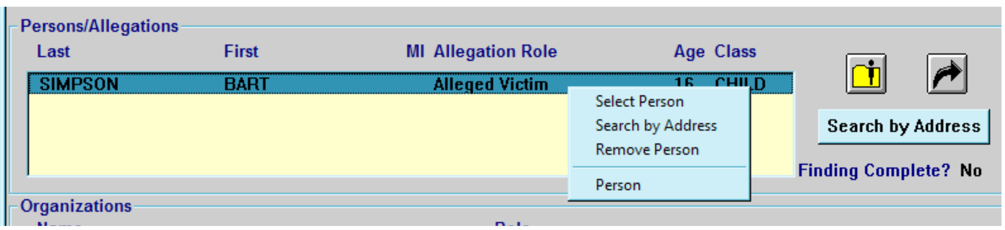
Policy will have the capability to remove Persons and Organizations from an Intake when it is in Closed or Approved status.

The Intake Supervisor should be contacted first. If the Intake Supervisor has any problems, they should contact Production Support. Production Support will not take this action without approval from the Intake Supervisors and/or CFS Policy.

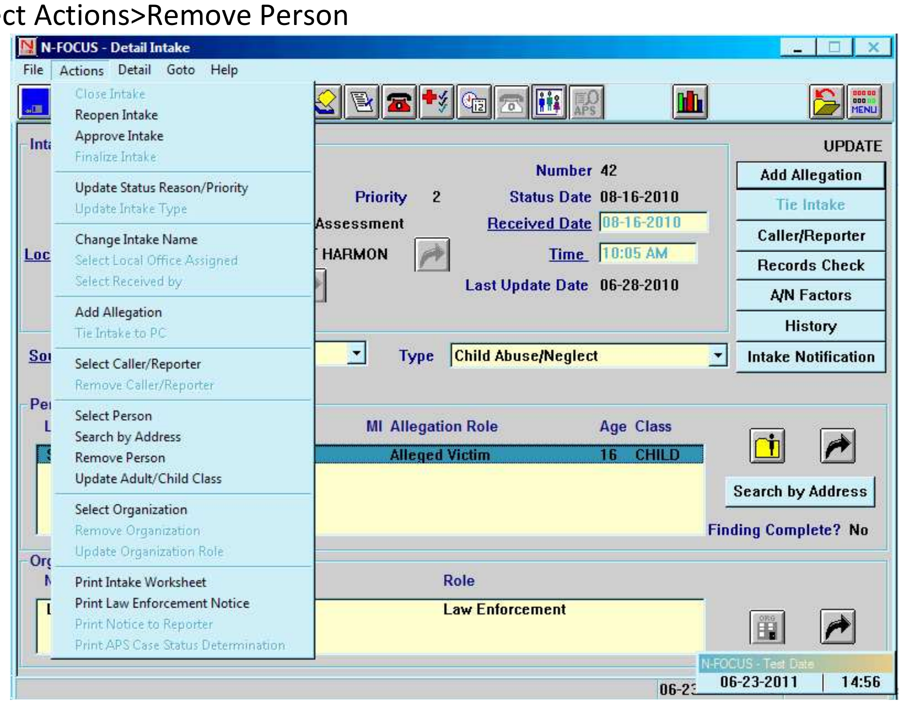
The steps to remove a person or organization from a Closed Intake are the same actions that are taken when the Intake is in Open status. The following provides an overview of this process:

From the Detail Intake window, do one of the following:

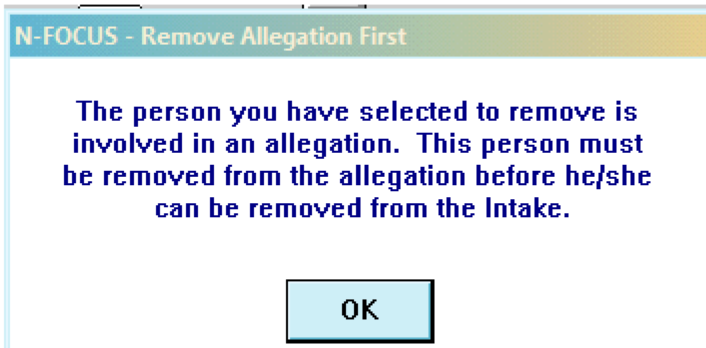
- Highlight the name to be removed
- Right click
    - A short cut menu displays
- Select Remove Person



- Highlight the name to be removed
- Select Actions>Remove Person



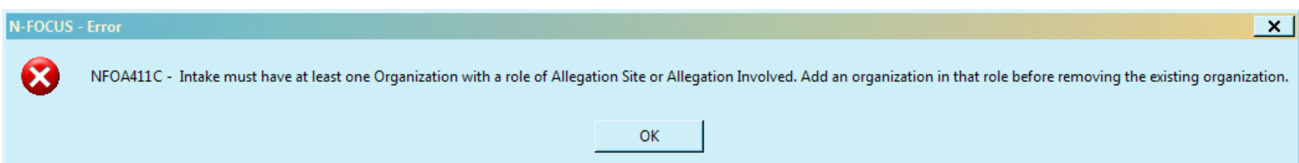
The same rules apply the person may not be an alleged victim or perpetrator else the following message will appear.



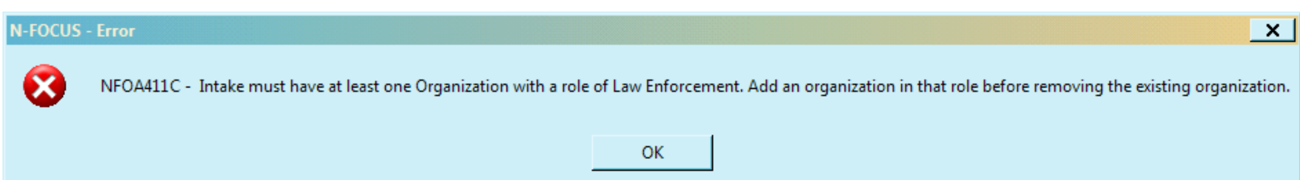
<u>One major change for the July release is that when a person is removed from an intake if that person is not involved in any other action to include program cases, safety assessments or another intake that person will be deleted from N-FOCUS.</u>

The same process is used for removing an organization; however, there are edit checks for the following Out of Home Assessment Intake situations:

- If the organization to be removed is the only organization left in the role of Allegation Site or Allegation Involved you will receive the following message:



- If the organization to be removed is a Law Enforcement organization and there are no other Law Enforcement Organizations listed. The following message will appear:



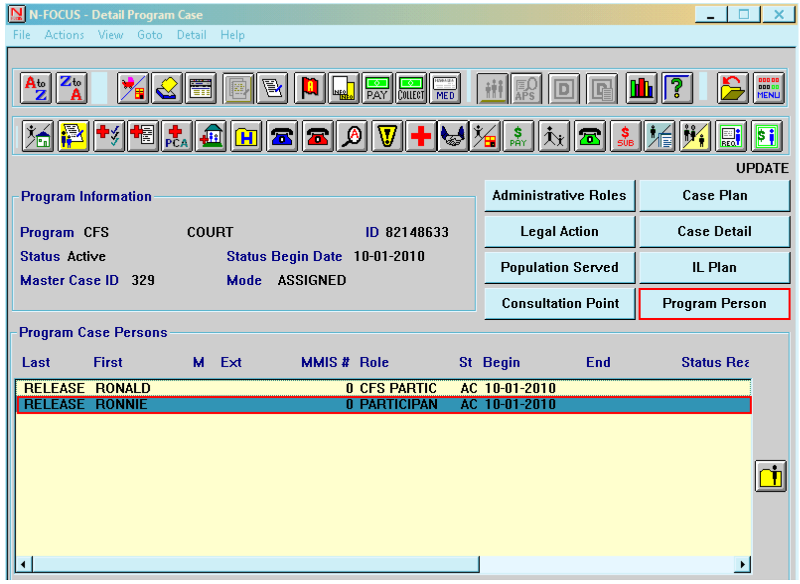
NYTD Status

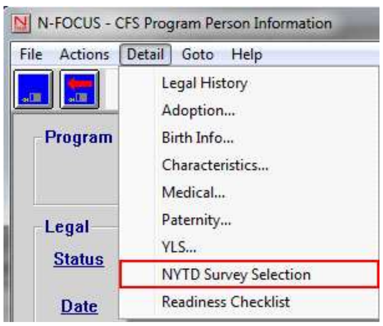
The date a NYTD Selection status went into its current status can now be found by scrolling to the right on the NYTD Survey Selection Status window. The USERID of the worker who added the status will be reflected to the right of the date. This will enable workers to identify when the selection status was applied and if the status was implemented automatically or entered by another worker.

To view this information, follow these steps:

1. Navigate to the Detail Program Case window.
2. Select the Program Case Person from the list.
3. Click the Program Person pushbutton.

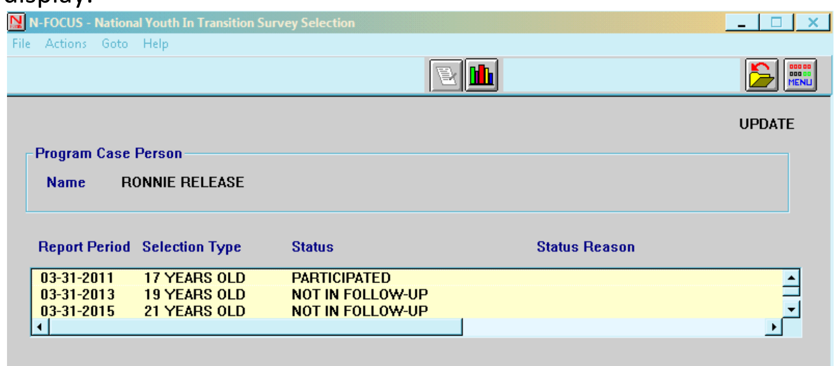
The CFS Program Person Information window will display.



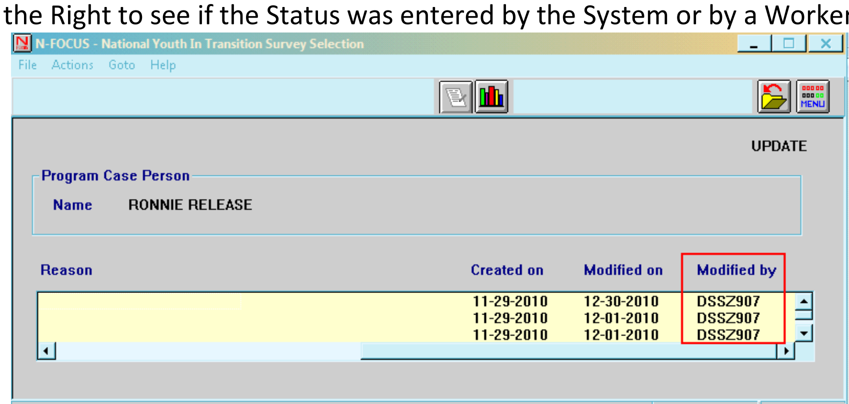


4. Select Detail>NYTD Survey Selection

The National Youth in Transition Survey Selection window will display.



5. Scroll to the Right to see if the Status was entered by the System or by a Worker.



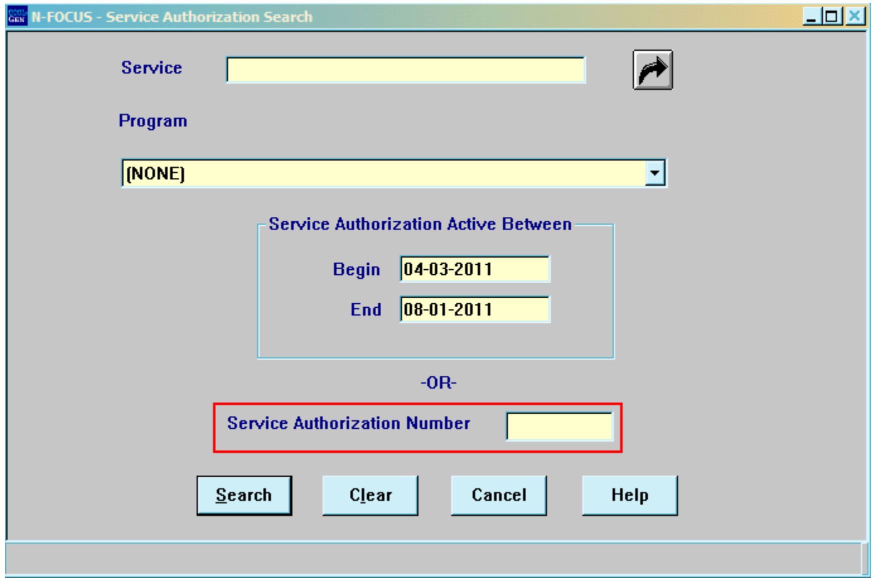
Printing the Intake Worksheet (Fix)

Prior to this release, the Intake Worksheet would not print if an Intake Person's Date of Birth was the current Date. This has been fixed.

Service Authorization Search Criteria (New)

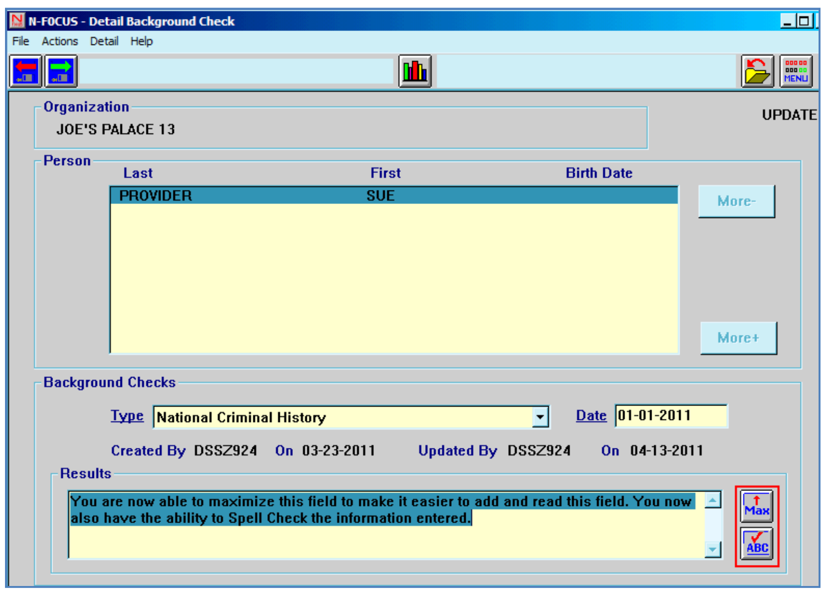
The Service Authorization Number can now be used to locate an Organization's Service Authorization.

1. Navigate to the Detail Organization window
2. Click the List Service Auth pushbutton
3. Enter the Service Authorization Number
4. Click Search



Background Checks Results Field (Change)

A Maximize button and a Spell Check button have been added to the Detail Background Check window, Background Checks, Results field. This will be helpful to staff when entering and reading information contained in the field.



Detail License/Approval Window (Change)

The wording and the functionality regarding the Licensing Agent on the Detail License/Approval window has changed.

When creating the License/Approval for the first time, the Licensing Agent, can be selected by using the black swoosh out arrow on the Detail License/Approval window. Upon Saving the License/Approval, the black swoosh out arrow will become disabled. Any further changes or deletions regarding the Licensing Agent will be made by selecting Actions – Amend License/Approval. Any changes regarding the Licensing Agent will be maintained on the License/Approval Amendment History.

Independent Living Provided Service Window (Fix)

Prior to this release, if you double-clicked on the Independent Living Provided Service Window, N-FOCUS would navigate to the Detail Independent Living Plan window. This will no longer occur.

Disable State Ward Medicaid (Change)

For State Wards in program cases 30 and 32 who are placed outside of Nebraska, we need to have the ability to disable Medicaid without impacting the eligibility determination or any other functions. If the State Ward has the eligibility determined as IV-E and the placement is IV-E then the state of residence is responsible for providing Medicaid as Title IV-E means the youth is categorically Medicaid eligible in the State of residence. Through the compact the sending state will request activation of Medicaid based upon the eligibility for that youth in the state they are placed.

N-FOCUS will disable State Ward's Medicaid eligibility with the exception of those youth placed in facility types where "treatment" facilities that managed care has determined that treatment will be paid from Medicaid. For those State Wards whose treatment is denied by managed care, Medicaid will end.

Medicaid is whole month eligibility which means if eligible one day the the client is eligible for the whole month. This means if managed care that is denied in the middle of the month, the youth will remain Medicaid eligible for that month but the following month Medicaid eligibility will end. No single ward can be eligible to received Medicaid in two separate states at the same time. Further information regarding this topic will be forthcoming at a later time.

Home Details (Fix)

With the March 2011 Release we added an edit that a new Facility Type Status cannot have a Begin Date prior to the current Status Begin Date. However, when a Facility Type is added it is defaulted to 'New' Status and when it is Saved, the Status defaults to 'Inquiry' Status with a Begin Date of current date. There are times that the License Begin Date may be prior to the Facility Type Begin Date and when the user tries to set the Facility Type Status Begin Date to match the License Begin Date, the action is not allow.

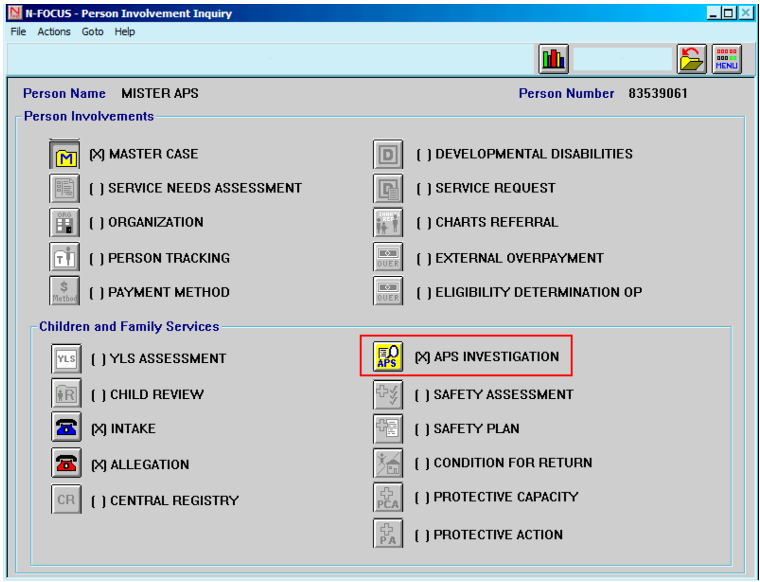
With this Release, we have changed N-FOCUS, so that when the New Facility Type Status is going from "Inquiry" to "Active" a prior Begin Date can be entered.

Detail APS Investigation Window (Change)

The Program Case icon has been added to the Detail APS Investigation Window toolbar.

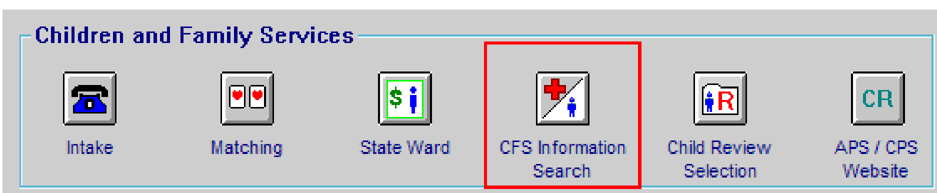
Person Involvement Window (Change)

The APS Investigation icon has been added to the Person Involvement window toolbar.



Search for APS Investigations using CFS Information (New)

Effective with the July Release, the APS Investigation information will be able to be searched for through the CFS Information Search icon on the Main Menu. This icon will take you to the Search CFS Information window.

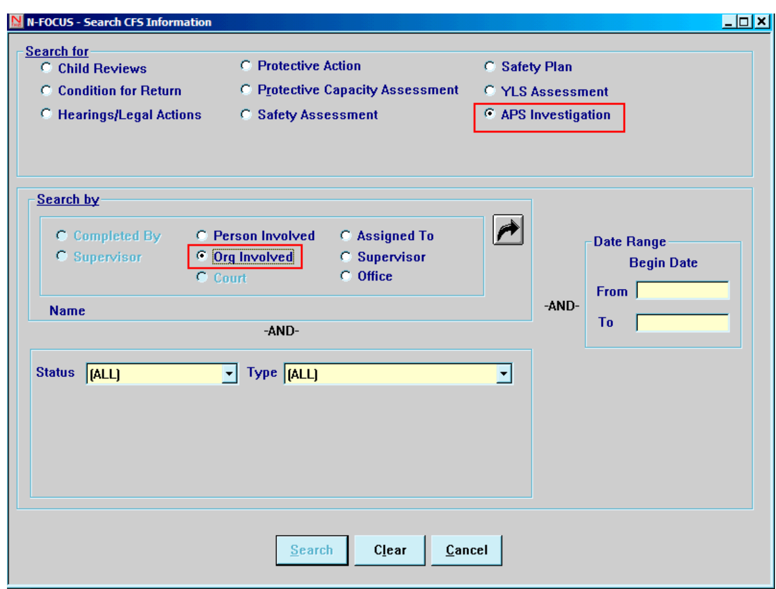


The new search criterion that has been added to the Search CFS Information window includes:

Search for
APS Investigation

Search by
Org Involved

The Status and Type field options will coincide with APS Investigation options when the APS Investigation radio button is selected. The Date Range fields will coincide with the APS Investigation's begin date.



Expert System

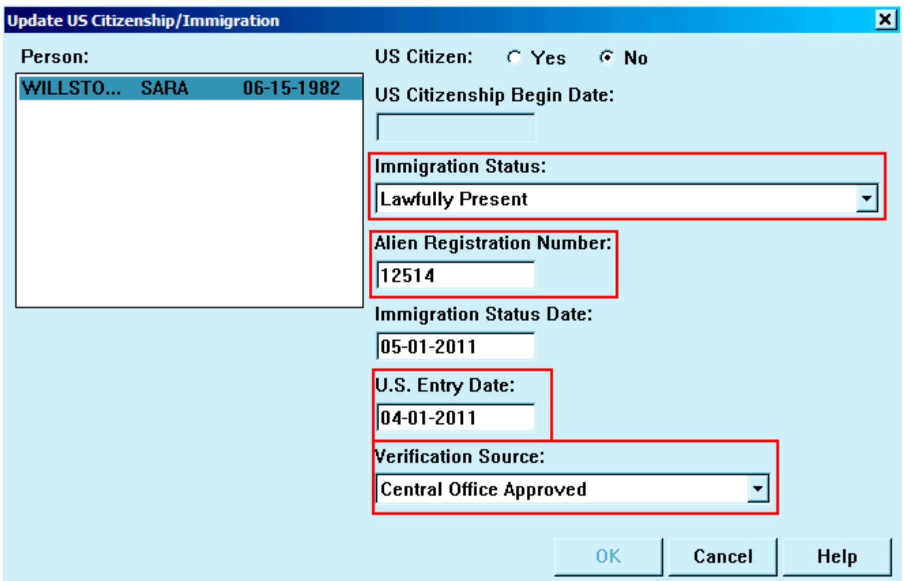
Citizenship/Immigration Status - Lawfully Present (New)

Certain non-citizen children and pregnant women, who are lawfully residing in the United States and who are Nebraska residents, may be approved for Medicaid or CHIP if they meet all of the eligibility requirements. The Citizenship/Immigration task in the Expert System now has the new Immigration status of `Lawfully Present’. This will be used to designate those persons who are determined eligible by Central Office Medicaid Program staff for Medicaid services under the Lawfully Present designation.

Entering Lawfully Present Status (New)

After obtaining approval from Central Office staff that the person meets the requirements for `Lawfully Present’ Medicaid benefits:

- Pend the person in a new or existing Medicaid program case

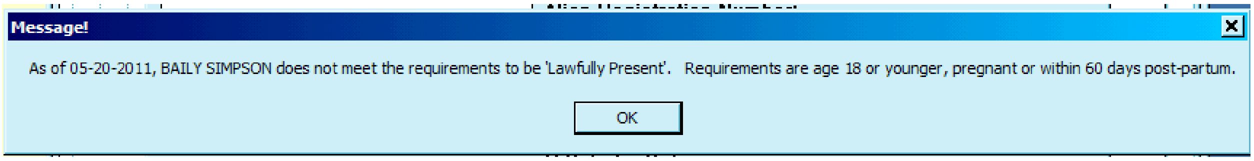


- In the Citizenship/Immigration task enter:
  - **US Citizen** = No
  - **Immigration Status** = Lawfully Present
  - **Alien Number** = From INS documentation
  - **Immigration Status Date** = Enter the Date that Central Office has given as the effective date that the Lawfully Present Medicaid benefits may begin
  - **US Entry Date** – From INS documentation
  - **Verification Source =** Immediately defaults to Central Office Approved

N-FOCUS will enforce the following requirements when Lawfully Present is selected as an Immigration status:

- The client must be 18 or younger – through the month of their 19th birthday
- The woman must be pregnant or pregnancy end date must be less than or equal to 60 calendar days from the documented Immigration Status date, regardless of age
  - This qualification provides for Postpartum services

If you select the `Lawfully Present' status for someone who does not meet the above criteria, the following error message will display when you click the OK or Next button. You will get this same error if you enter an Immigration Status Date for an adult woman that is earlier than her pregnancy begin date.

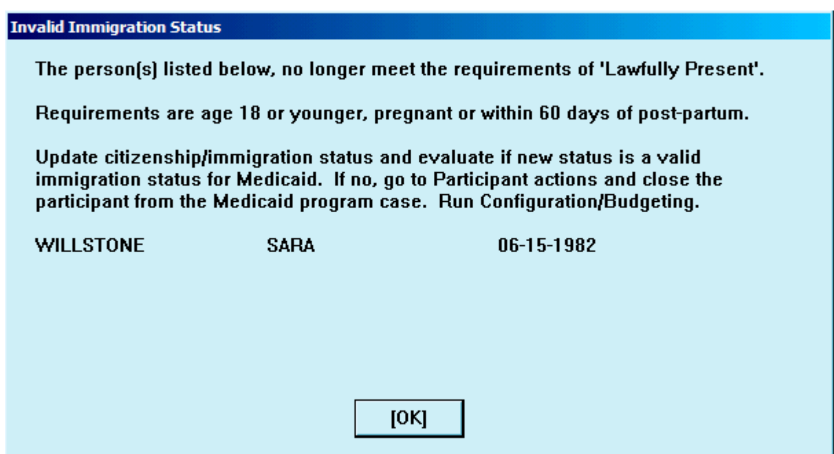


Programs other than Medicaid will treat the status of `Lawfully Present' the same as `Ineligible Alien'. A person with this status must be closed with the reason of `Ineligible Alien' and made a Financially Responsible person in other program cases.

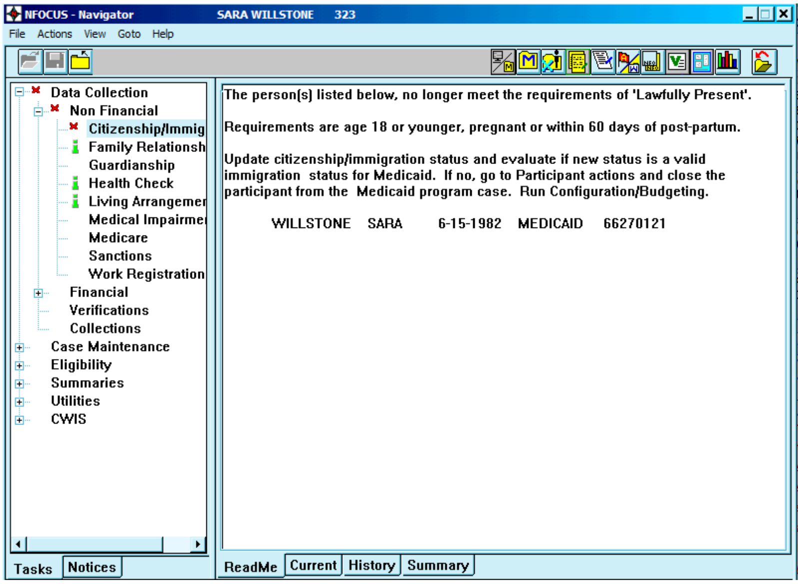
When a client no longer qualifies for the Lawfully Present Immigration Status, Alert #380, Close Lawfully Present Participant will display for Active, Spend Down and Premium Due Medicaid cases with this status. (Refer to the Alerts section of this document for further information regarding this Alert.)

- The person should be closed from the Program Case (or the entire case closed) with the reason `Ineligible Alien', budgets run as necessary and a Notice of Action created.
- Do not update the person's Immigration Status until that status has actually changed and they reapply for benefits. When the person obtains a new Immigration Status, update the Immigration Status with the new status and the **new status effective date**. This way the history of the `Lawfully Present' status will be maintained.

The Invalid Immigration Status message will display in Budgeting when a woman or child no longer meets the requirement for Lawfully Present Immigration Status.



The Read Me Tab will display in the Navigator Citizenship/Immigration Tab when the person's Immigration status and Participant status are not compatible. For example, if the person is no longer eligible for Lawfully Present benefits but they continue to have a role of Active Participant in a Medicaid program case.



Citizenship/Immigration (Change)

N-FOCUS has been changed to allow for changing the Immigration Status Date effective for up to 2 months in the future, when updating a client's status from on Non-Citizenship Status to another Non-Citizenship Status.

Expense Amount (Change)

Transportation Mileage for both AABD Special Requirements and Medical Expenses has changed. The Transportation Mileage amount has increased from $.51 to $.56 per mile effective July 1, 2011.

For those eligible for this expense deduction, recalculated budgets can be run for July and August 2011 to give the client the correct mileage expense deduction.